



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG

29 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 104 – In/Around Mileage Entitlement While Attending TRADOC Schools at the US Army Intelligence Center and Fort Huachuca

1. REFERENCES.

- a. Message, HQDA, SAFM-RBA, 161530Z Nov 98, subject: Military Training Specific Allotment (MTSA).
- b. Joint Federal Travel Regulation (JFTR), paragraph U3510B4.
- c. Joint Travel Regulation (JTR), paragraph C2402B4.

2. POLICY. Per reference a, the daily in/around mileage entitlement, when authorized, consists of one round trip for classes and three round trips for meals. The following information sets local guidance for TRADOC students in a TDY status to attend schools at Fort Huachuca.

3. PROCEDURES.

a. Adequate dining facilities are available for all students; Statements of Non-Availability are rarely, if ever, issued. If students are billeted in Prosser Village, adequate dining facilities are within walking distance of lodging. However, students housed on-post in either the BOQ, Riley Barracks, or NCO Academy are not within walking distance for the morning and evening meals. Therefore, in/around mileage may be authorized for two round trips per day for meals only for those students.

b. Government lodging is not always available; Statements of Non-Availability of Lodging are then issued on a case-by-case basis. If students are issued such statements, in/around mileage would normally be required to and from classes. In addition, students housed on-post in either the BOQ or Riley Barracks are not within walking distance of class. One round trip per day for classes is required and authorized only under those circumstances.

c. The decision to authorize in/around mileage for each student remains with the order-issuing authority. Based on local conditions, these are the recommended limits if this entitlement is authorized:

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(1) For the students housed in the BOQ, Riley Barracks, or the NCO Academy, a maximum entitlement of 15 miles per day is recommended that provides for one round trip per day for class and two round trips per day for meals.

(2) For students housed off post, a maximum entitlement of 15 miles per day is recommended that provides for one round trip per day for class.

4. PROPONENT. Mr. Craig Dallin, Directorate of Resource Management, (520) 533-3586 or DSN 821-3586.



BARBARA G. FAST
Major General, USA
Commanding

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